



SQUAW VALLEY PUBLIC SERVICE DISTRICT

ADMINISTRATION & OFFICE REPORT

DATE: March 26, 2019
TO: District Board Members
FROM: Jessica Asher, Board Secretary
SUBJECT: Administration & Office Report –Information Only

BACKGROUND: The following is a discussion of office activities and brief status reports regarding administration that are not the subject of a separate report. This report is formatted to provide new information and recent progress only.

DISCUSSION: Form 700 Statement of Economic Interests

All Board members are required to complete an annual Statement of Economic Interests for filing with Placer County and the State of California Fair Political Practices Commission (FPPC). The 2018/2019 forms have all been received and were mailed to the Placer County Clerk – Recorder – Elections Office on March 21, 2019. The newly appointed Director will be required to complete an “assuming office” statement within thirty days of assuming office, Jessica Asher will coordinate this submission.

Mitel – New Phone Systems

The installation process of the new Mitel phone system is almost complete; AT&T has scheduled a pre-test appointment for Monday, March 25th to test the fiber optic lines that were installed in February. Once that test is complete, a technician from Maverick Networks, Inc. will come up to connect the AT&T lines to the Mitel Server, and the phone system will be updated.

Special District Risk Management Authority (SDRMA) Credit Incentive Points

To receive \$4,634 in Credit Incentive Points towards Property/Liability and Workers’ Comp Insurance for the upcoming year, Directors Cox and Hudson participated in an additional training: “Keeping Up the Brown Act.”

SDRMA hosts the Spring Education Day to provide training and information regarding coverages, online training programs, technology and many other member services. Jessica Grunst, Accounting and HR Specialist, plans to attend the event today, March 26th in Sacramento. Attendance at this event earns the District

additional Credit Incentive Points towards Property/Liability and Workers' Comp Insurance of \$4,634.

The Credit Incentive Points will reduce the District's annual contribution for property/liability and workers' compensation programs by \$34,756. Thank you for your assistance securing this credit!

Anticipated decrease in Worker's Compensation Charges for FY 2020:

In efforts to assist with the budgeting process, SDRMA released our FY '19-'20 Workers Comp Rates. We are expected to see a 28% decrease, or about \$47,000. This is the lowest Experience Modification (EMOD) rate we have seen in over ten years. The EMOD rate is based off a rolling three-year cycle and is a factor of both claims and rate class. The ability of an employer to directly affect his/her EMOD serves as an incentive to control or eliminate workplace injuries. We have done this by implementing several different safety incentive programs, and we feel it has had significant impacts. Some of the safety reward programs are time off hours rewarded bi-annually and monetary incentives paid annually to employees without injuries. We also have monthly safety meetings, as well as health and fitness testing for the Fire Department personnel that was implemented during the last MOU negotiations. We are always looking into fresh ideas to keep the district staff safe and engaged and welcome any further suggestions.

ATTACHMENTS: None.

DATE PREPARED: March 21, 2019